

1210.26 Voided Vendor Warrants

Issued January 1, 1994

SUBJECT: Voided Vendor Warrant.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for processing voided vendor warrant.

CONTACT AGENCY: Department of Treasury - Bureau of Management Services, Financial Operations Division.

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SUMMARY: Department of Treasury may void a warrant upon request of an agency if request is received before the warrant has been mailed.

On the issue date of the warrant, Treasury prepares Form A-29, Receipts Voucher (RV), for warrant(s) pulled that day.

APPLICABLE FORMS: A-29, Receipts Voucher.
A-30, Payment Voucher.

PROCEDURES:

Agency Accounting Supervisor:

- Verbally requests Treasury, Financial Operations Division, Disbursements Section manager to void warrant for specified Form A-30, Payment Voucher (PV) number, warrant number, warrant issue date and warrant amount.
 - Reports account number, cost center and object code originally charged to the Disbursements Section manager if applicable.
- Prepares replacement PV if applicable.
 - Does not have the vendor rebill; a replacement PV may be drawn referring to original RV and PV numbers.
 - Assigns a new number to replacement voucher.
- Enters replacement PV into normal accounting process.

Treasury, Disbursements Section Manager:

- If request is received before warrant is mailed, intercepts and voids the warrant.
- On the issue date of voided warrant, prepares RV, per fund, for all pulled warrants for the day.
 - If more than 10 warrants are being voided, may require agency to prepare and forward RV, or may deposit voided warrant(s) in the agency's undeliverable suspense account.
- Retains warrant stub until RV canary copy is returned from Department of Management and Budget (DMB), Office of Financial Management (OFM).
- Attaches warrant stub to canary copy of RV; forwards to agency accounting supervisor.
- Forwards voided warrant(s) and related RV(s) to Treasury, Receipts Processing Division, Receipts and Deposits Unit.

Treasury, Receipts and Deposits Unit Supervisor:

- Deposits voided warrant(s).
- Forwards canary and pink copies of RV(s) to OFM, Financial Control Division.

DMB OFM:

- Processes RV(s) into accounting records.
- Forwards RV canary copy to Treasury, Disbursements Section manager.
- Retains pink RV copy on file.

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Procedure 1210.26